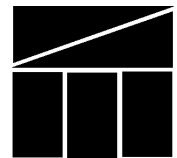


# **Budget Execution Instructions**

**FY 2006 Yearend Closing**



**Virginia Department  
of Planning and Budget  
May 5, 2006**

# **Introduction**

This package provides guidance and instructions to close out FY 2006. The Department of Planning and Budget's (DPB) dates for year-end close actions are:

<b><i>Date</i></b>	<b><i>Action</i></b>
June 5, 2006	Cutoff date for submission of Form 27 (FATS) actions for FY 2006
June 7, 2006	Deadline to notify DPB of problems closing out FY 2006
June 9, 2006	(1) Agencies submit packages for reappropriations of capital projects for FY 2007 (2) Agencies submit documentation to support the obligation of 85 percent of their 2004-2006 maintenance reserve funding
Fall 2006	DPB completes reappropriation of approved FY 2006 unexpended general fund operating expense balances, and balances become available to agencies on the Commonwealth Accounting and Reporting System (CARS)

## **The following are definitions of key terms used in these instructions —**

*2006 Appropriation Act* means the biennial appropriation act for the 2006-08 biennium as passed by the 2006 Special Session of the General Assembly.

*FY 2006* means the fiscal year beginning July 1, 2005, and ending on June 30, 2006.

*FY 2007* means the fiscal year beginning July 1, 2006, and ending on June 30, 2007.

## **Final Appropriation and Allotment Actions for FY 2006**

The deadline to submit Form 27 (FATS) to DPB for FY 2006 appropriation and allotment actions, both operating and capital, is **5 p.m., Monday, June 5, 2006**.

DPB will process the final FY 2006 actions and send them to the Department of Accounts (DOA) by Monday, June 12, 2006. Inquiry access will be allowed after the deadline for reviewing purposes only. Agency pending FATS transactions that do not need processing should be voided before the closing date.

## **Capital Projects**

### **Review of Active Projects**

All capital outlay projects recorded in CARS as of April 30, 2006, including projects authorized in prior biennia or under § 4-4.01.n of the General Provisions of the Appropriation Act, must be reviewed at the close of the fiscal year to identify unobligated appropriation balances that can be reverted, along with projects that have been completed and should be closed out.

Agency reappropriation requests are submitted on the DPB Form A (2006), "Capital Project Review Summary." See Appendix A for instructions on completing the form. The form is available for data entry at <http://dpb.virginia.gov/forms/forms.cfm>.

DPB Form A is a Microsoft Access document that agencies must submit electronically for each project listed on the CARS ACTR 1408 Report as of April 30, 2006, including maintenance reserve projects. Last fiscal year's Form A closeout projects should not be included. (Due to an anomaly in CARS, projects identified for close out last fiscal year will still appear on the CARS ACTR 1408 reports in the succeeding year with zeroes in all columns. DOA will automatically delete these projects next fiscal year.)

If a capital project meets at least one of the following conditions, unexpended balances will not be reverted:

- Construction is in progress;
- Equipment purchases have been authorized by the Governor but have not been received;
- Plans and specifications have been authorized by the Governor but have not been completed; and/or
- Obligations are outstanding at the end of the fiscal year.

For projects that have an approved E&B Form CO-8 or have been granted “proceed authority,” agencies must justify on DPB Form A any requested amount for reappropriation that exceeds the obligated amount. All unobligated reverted balances will be returned to their original funding sources.

The Construction and Professional Services Manual (2004), issued by the Department of General Services (DGS), requires agencies to submit an E & B Form CO-14, “Project Completion Report,” when a Certificate of Occupancy has been issued by a state building official. This must be done:

- No later than 12 months after the owner occupies the building, or
- When the work has been accepted as substantially completed, or
- Where there is no change in use group classification, or
- When the owner has taken beneficial occupancy of the entire project area.

DPB shares its list of closed projects with DGS to ensure compliance with the CO-14 submission requirement.

Agencies should submit requests to carry forward project balances to DPB no later than June 9, 2006. Requests should be submitted electronically as an e-mail attachment to the following address: [CapitalBudget@dpb.virginia.gov](mailto:CapitalBudget@dpb.virginia.gov). ***The agency name and code should be clearly identified in the e-mail file attachment.***

### **2004-2006 Maintenance Reserve Funding**

Chapter 951 (2005) requires state agencies and institutions of higher education to expend 85 percent or more of their biennial general fund maintenance reserve appropriations by June 30, 2006. The purpose of this requirement is to more effectively manage the use of funds provided for physical plant maintenance and upkeep. The language, which is found in Item C-194, Paragraph B, of Chapter 951 states that:

*“ . . . Any agency or institution of higher education that has not expended or contractually obligated itself in a legally binding manner to expend 85 percent or more of its biennial general fund appropriation for maintenance reserve by June 30, 2006, shall revert to the general fund of the Commonwealth the amount related to the difference between its percentage actually expended or obligated and the 85 percent standard. . . ”*

For the purpose of determining the 85 percent requirement, DPB used the maintenance reserve allocation for the 2004-06 biennium for each agency and institution of higher education per Chapter 951. In addition, the FY 2004 general

fund yearend balance amounts, which were reappropriated in 2005, were added to your allocation to determine the total biennial general fund maintenance reserve appropriation available for expenditure in the 2004-06 biennium.

See Appendix B for calculation of the 85 percent requirement for each agency and institution.

As part of the yearend close process, DPB will use the CARS ACTR 1408 Report as of April 30, 2006, to calculate the amount of general fund maintenance reserve dollars expended by each agency and institution of higher education. This amount will be added to actual FY 2005 expenditures to obtain the total your agency spent for the 2004-06 biennium. If the amount expended is greater than or equal to 85 percent of the amount appropriated to that agency or institution of higher education in the 2004-06 biennium (including FY 2004 reappropriation amounts), no further action will be required. If, however, the amount expended is below the 85 percent requirement, each such agency and institution of higher education must provide information to document any additional existing commitments against the existing appropriation. If there were approved appropriation transfers during this biennium between the maintenance reserve project and other capital projects, please note the transfer(s) in the justification block of the DPB Form A for your maintenance reserve project.

Your budget analyst will notify you if your agency falls below the 85 percent threshold and must submit additional information to satisfy the requirement of “contractually obligated in a legally binding manner.” To verify this obligation, agencies and institutions of higher education will be required to provide documentation to DPB to verify the commitment of funds. The following documentation must be submitted by June 9, 2006, along with the DPB Form A (Appendix A):

- A copy of a signed contract (signature page with project title is sufficient).
- A copy of an RFP issued no later than May 31, 2006, to identify contractually obligated projects with outside vendors.
- An internal billing record or other internal record to verify the obligation of funds for projects handled by the agency’s in-house workforce.

# Appendix A

## Instructions for DPB Form A (2006) “Capital Project Review Summary”

DPB Form A is used to collect capital project performance measurement information, in addition to project reappropriation information. DPB Form A is in a Microsoft **Access** database and available at [www.dpb.virginia.gov](http://www.dpb.virginia.gov) under “Documents and Forms.”

Form A must be completed:

- For projects reported on the CARS ACTR 1408 Option A2, as of April 30, 2006. (This does not include projects that were reported on the CARS ACTR 1408 the previous year on Form A as completed or without appropriation balances.)
- For projects funded in an Appropriation Act or by revenue bonds or are authorized by the Governor pursuant to §4-4.01.n, Chapter 951, of the Code of Virginia.
- In one single Access file containing all projects of an agency. Reports then can be viewed for all projects or for the current project of an agency simply by going to the “Reports . . .” menu on the toolbar. The completed Access database should be sent electronically to DBP at [CapitalBudget@dpb.virginia.gov](mailto:CapitalBudget@dpb.virginia.gov).

Unapproved carryforward projects will be closed out by DPB and appropriations will be removed from FATS and CARS as of June 30, 2006. (For projects that lack Form A submissions, DPB will assume those projects have been completed and will close them out.)

# Section-by-Section Instructions



VIRGINIA DEPARTMENT OF PLANNING AND BUDGET

FORM A (2006)

## CAPITAL PROJECT REVIEW SUMMARY



### GENERAL INFORMATION

Agency Name:	<input type="text"/>	Agency Code:	<input type="text" value="0"/>
Project Title:	<input type="text"/>	Project Code:	<input type="text" value="0"/>
Project Type:	<input type="text"/>	Carryforward Request Type:	<input type="text"/>
Date Funding Made Available:	<input type="text"/>	Estimated Completion Date:	<input type="text"/>

### Provide the following information as indicated:

- **Agency's Complete Name**

- **Agency's Numerical Code**

- **Project Title**

- **Project Code**

- **Project Type** (drop-down menu)

Select the description that best fits the project (only one).

For umbrella projects (such as maintenance reserve), select "Umbrella" as the project type and **do not complete the "Status of Project" section.**

- **Carry Forward Request Type** (drop-down menu)

- **Date Funding Made Available**

For all entries, enter the date as month, day and year.

The date used should be the initial authorization date of the project's funding.

For projects authorized by an Appropriation Act for either the first or second year of a biennium, the date normally should be July 1.

If a project were authorized administratively as an "n" project or through central appropriations, the date should be the approval date on the initial decision brief.

- **Estimated Completion Date**

A complete date (month, day and year) is required.

For completed projects, enter the date on which Form CO-13.1 or Form CO-13.3 was approved.

**BASIS FOR CARRYFORWARD (Check all that apply)**

- ☐ Construction is in progress
- ☐ Equipment purchases have been authorized by the Governor but not received
- ☐ Plans and specifications have been authorized by the Governor but not completed
- ☐ Obligations were outstanding at the end of the previous biennium



**SKIP this section for UMBRELLA PROJECTS, such as maintenance reserve projects.**

**STATUS OF PROJECT (Check all that apply)**

	Original Approval Date	Latest Revision Date	Project Square Footage
<input type="checkbox"/> Form CO-2 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-3 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-4 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-5 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-6 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-8 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-13.1 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-13.3 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/> Form CO-14 Approved	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

**Complete as follows:**

- **Check all approved capital outlay forms.**
- **Enter the initial approval date for each project.**  
*Dates should read as the month, date and year.*
- **Enter the approval date of the latest version of each form.**
- **Enter each project's total square footage from the "latest version" of the form.**  
*If square footage is not recorded, leave blank.*



## PROJECT BUDGET STATUS

	Original Project Budget (original CO-2)	Current Project Budget	Project Commitments	Project Expenditures	Carryforward Request
Construction:	\$0	\$0	\$0	\$0	\$0
A/E Services:	\$0	\$0	\$0	\$0	\$0
Inspection:	\$0	\$0	\$0	\$0	\$0
Equipment:	\$0	\$0	\$0	\$0	\$0
Other:	\$0	\$0	\$0	\$0	\$0
Contingency:	\$0	\$0	\$0	\$0	\$0
Total Budget:	\$0	\$0	\$0	\$0	\$0
General Fund Share:	\$0	\$0	\$0	\$0	\$0

	General Fund	Nongeneral Funds		
Amount to be Reverted:	\$0	\$0	\$0	\$0
Fund Detail for Reversion:	0100			

	General Fund	Nongeneral Fund
Total Change Order Costs:	\$0	\$0
Total Change Orders:	0	

**Provide the following information for all projects (including completed projects), except maintenance reserve projects:**

- Original Budget Status**

Amount(s) entered should equal amount(s) budgeted on the originally approved CO-2.

- Current Project Budget**

Amount(s) entered should equal amount(s) budgeted on the most recently approved CO-2.

- Project Commitments**

Amount(s) entered should equal amount(s) listed on contract documents (i.e., CO-3 for architectural and engineering services, CO-9 for construction and other commitments for testing and inspection services) – and should reflect the status of project(s) as of April 30, 2006. Guidelines – The contingency amount(s) should be: (1) equal to the larger of the total construction change orders or two percent of the construction contract(s) for stand-alone construction projects and improvement projects in excess of \$1 million; or (2) five percent for improvement projects less than \$1 million.

- Project Expenditures**

This column should reflect “to-date” lifetime expenditures (total value of all vouchers processed through the Commonwealth Accounting and Reporting System (CARS) during the current fiscal year through April 30, 2006, plus expenditures from prior fiscal years).

- Carryforward Request**

Enter the total carryforward requests for all activities shown.

- **Reversion**

*Identify the amount and fund detail of the reversion, both general fund and nongeneral fund.*

- **Change Orders**

*If applicable, report the total value of general fund and nongeneral fund financed changed orders, as well as the total number of change orders processed.*



## JUSTIFICATION

In the space immediately above, provide a statement justifying all carryforward requests in excess of the difference between project commitments less project expenditures.



Name of Person Completing this Form:

Date:

Title of Person Completing this Form:

Phone:

E-Mail Address:

# Appendix B

## 2004-2006 Maintenance Reserve 85% Expenditure Minimum

Agency Code	Agency	Project Code	FY2005 Appropriation	FY2006 Appropriation	FY2004 Reappropriation	Total	85% Minimum
194	General Services	14260	\$1,977,238	\$775,000	\$1,257,134	\$4,009,372	\$3,407,966
301	Agriculture & Consumer Services	12253	\$465,539	\$75,000	\$68,226	\$608,765	\$517,450
411	Forestry	13986	\$215,539	\$75,000	\$46,892	\$337,431	\$286,816
409	Mines, Minerals and Energy	13096	\$71,846	\$25,000	\$8,680	\$105,526	\$89,697
146	Science Museum of Virginia	13634	\$747,202	\$260,000	\$39,256	\$1,046,458	\$889,489
204	College of William and Mary	12713	\$2,299,084	\$800,000	\$709,793	\$3,808,877	\$3,237,545
207	University of Virginia	12704	\$7,141,530	\$2,485,000	\$418,234	\$10,044,764	\$8,538,049
208	Virginia Polytechnic Institute	12707	\$7,144,404	\$2,486,000	\$295	\$9,630,699	\$8,186,094
211	Virginia Military Institute	12732	\$1,207,019	\$420,000	\$201,780	\$1,828,799	\$1,554,479
212	Virginia State University	12733	\$0	\$4,808,000	\$1,346,454	\$6,154,454	\$5,231,285
213	Norfolk State University	12724	\$0	\$5,876,000	\$936,448	\$6,812,448	\$5,790,580
214	Longwood College	12722	\$1,321,973	\$460,000	\$237,462	\$2,019,435	\$1,716,519
215	University of Mary Washington	12723	\$574,771	\$200,000	\$43,388	\$818,159	\$695,435
216	James Madison University	12718	\$2,155,391	\$750,000	\$419,822	\$3,325,213	\$2,826,431
217	Radford University	12731	\$890,895	\$310,000	\$267,989	\$1,468,884	\$1,248,551
221	Old Dominion University	12710	\$1,436,928	\$500,000	\$410,041	\$2,346,969	\$1,994,923
236	Virginia Commonwealth University	12708	\$4,598,168	\$1,600,000	\$952,219	\$7,150,387	\$6,077,828
238	Virginia Museum of Fine Arts	13633	\$689,725	\$240,000	\$215,809	\$1,145,534	\$973,703
239	Frontier Culture Museum of Virginia	15045	\$114,954	\$40,000	\$48,136	\$203,090	\$172,626
241	Richard Bland College	12716	\$71,846	\$25,000	\$64,479	\$161,325	\$137,126

Agency Code	Agency	Project Code	FY2005 Appropriation	FY2006 Appropriation	FY2004 Reappropriation	Total	85% Minimum
242	Christopher Newport University	12719	\$488,555	\$170,000	\$34,665	\$693,220	\$589,237
246	University's College at Wise	12706	\$373,601	\$130,000	\$41,857	\$545,458	\$463,639
247	George Mason University	12712	\$2,586,470	\$900,000	\$278,785	\$3,765,255	\$3,200,466
260	Virginia Community College System	12611	\$5,460,325	\$1,900,000	\$1,023,242	\$8,383,567	\$7,126,031
268	Virginia Institute of Marine Science	12331	\$431,078	\$150,000	\$102,896	\$683,974	\$581,377
417	Gunston Hall Plantation	12382	\$86,216	\$30,000	\$105,386	\$221,602	\$188,361
425	Jamestown-Yorktown Foundation	13605	\$574,771	\$200,000	\$243,745	\$1,018,516	\$865,738
948	Southwest Virginia Higher Education Center	16499	\$71,850	\$25,000	\$0	\$96,850	\$82,322
161	Taxation	15994	\$198,296	\$69,000	\$43,272	\$310,568	\$263,982
203	Woodrow Wilson Rehab. Center	10885	\$1,005,849	\$350,000	\$597,694	\$1,953,543	\$1,660,511
702	Visually Handicapped	13942	\$215,539	\$75,000	\$32,929	\$323,468	\$274,947
720	Mental Health	10880	\$5,790,818	\$2,015,000	\$18,027	\$7,823,845	\$6,650,268
199	Conservation & Recreation	16646	\$2,974,771	\$200,000	\$333	\$3,175,104	\$2,698,838
402	Marine Resources Commission	16498	\$71,846	\$25,000	\$3,202	\$100,048	\$85,040
942	Virginia Museum of Natural History	14439	\$71,846	\$25,000	\$14,425	\$111,271	\$94,580
123	Military Affairs	10893	\$459,817	\$160,000	\$574	\$620,391	\$527,332
127	Emergency Services	15989	\$71,846	\$25,000	\$6,371	\$103,217	\$87,734
156	State Police	10886	\$215,539	\$75,000	\$48,599	\$339,138	\$288,267
777	Juvenile Justice	15081	\$1,724,313	\$600,000	\$1,617,565	\$3,941,878	\$3,350,596
778	Criminal Justice Services	16320	\$71,846	\$25,000	\$4,214	\$101,060	\$85,901
799	Corrections	10887	\$3,807,858	\$1,325,000	\$2,016,013	\$7,148,871	\$6,076,540
912	Veterans' Services	17073	\$47,898	\$0	\$0	\$47,898	\$40,713

**Grand Totals**

<b>\$59,925,000</b>	<b>\$30,684,000</b>	<b>\$13,926,331</b>	<b>\$104,535,331</b>	<b>\$88,855,012</b>
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